



## Petty Cash Fund Agreement

**Petty Cash Fund Identification:**

Division (if applicable):	
Department, program, or office:	
Responsible custodian <sup>1</sup> :	
Custodian's UPS ID #:	
Responsible department head:	
Date petty cash fund established:	
Petty cash fund total \$:	
Fund and account # for petty cash fund:	
Petty cash fund purpose <sup>2</sup> :	Check one or both: Change fund <sup>2</sup> University Expenditures <sup>2</sup>
Will anyone besides the custodian have access to this petty cash fund?	Yes    No    If Yes, attach a list of names and titles with access (note: custodian retains responsibility for cash shortages as noted in points #3 and #7 in the agreement below).

As identified above, the responsible custodian and department head have requested a University of Puget Sound petty cash fund. By signing below, we agree we have read and will comply with all of the terms of this agreement.

1. We understand that we are responsible for informing the Office of Finance (by sending an email message to [finance@pugetsound.edu](mailto:finance@pugetsound.edu)), if any of the petty cash identifying information above changes. The Office of Finance will coordinate issuing a new Petty Cash Fund Agreement.
2. The petty cash fund identified above ("the petty cash fund") will be used exclusively for the purpose(s) identified above. If "university expenditures" is identified above, expense advances for approved university business may be made from the petty cash fund. Payroll or other advances of a personal nature are not allowed and would be considered a misuse of the petty cash fund.
3. The petty cash fund will be secured at all times in a locked location that is accessible only to the petty cash custodian named above. If the custodian chooses to allow others access to the petty cash fund (without establishing a new responsible custodian), the custodian named above retains responsibility for cash shortages as identified in point #7 below.

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<sup>1</sup> The custodian must be a faculty or staff member of the University of Puget Sound.

<sup>2</sup> Petty cash funds purposes are limited to: (1) change funds and/or (2) university expenditures as described below.

- A change fund is used to make change for customer payments.
- University petty cash expenditures are reasonable and necessary expenditures for approved university business where it is not feasible to use a university procurement card (preferred method) or request reimbursement for out-of-pocket expense from either the Wells Fargo Commercial Card Expense Reporting (CCER) system or from Puget Sound's accounts payable office.

4. The petty cash fund is subject to audit, with or without notice, by a representative from the Office of Finance or by the university's authorized internal or external auditors. The responsible custodian must be present for the audit and the custodian must produce cash and/or paid receipts equal to the petty cash fund total listed above.
5. Replenishment of petty cash funds are subject to IRS "accountable plan" rules as identified in Puget Sound's Reimbursement & Credit Card Documentation Policy at: <http://www.pugetsound.edu/about/offices-services/office-of-finance/policies-procedures/reimbursement-credit-card-doc/>.
6. For petty cash funds that are not used only as change funds<sup>2</sup>:
  - a. disbursement requests to replenish the fund need to be submitted at least monthly to accounts payable (Jones Hall Room 018); and
  - b. must include original, paid receipts and/or other supporting documentation (as identified in the policy referenced above), along with confirmation that cash on hand and/or paid receipts equal the petty cash fund total above.

Replenishment that is needed less than monthly is an indication that a smaller petty cash fund may be appropriate. In consultation with the custodian and department head, the Office of Finance may suggest the petty cash fund total be reduced.
7. The custodian is responsible for the integrity of the petty cash fund. When the petty cash fund in the custodian's name is closed out due to departure from university employment or for any other reason, the custodian is personally responsible for returning cash and/or paid receipts equal to the petty cash fund total above to the Office of Finance, located in Jones Hall Room 018. Any shortfall may be deducted from the custodian's final paycheck. Any discrepancies in the petty cash fund need to be handled by the department head. If a petty cash fund is still needed, the department should designate a new custodian on a Petty Cash Fund Agreement form and submit to the Office of Finance to establish a new petty cash fund.
8. Use of university petty cash funds is governed by Puget Sound's Code of Conduct at: <http://www.pugetsound.edu/about/offices-services/human-resources/policies/campus-policies/code-of-conduct/>. Misuse, including personal use, of university petty cash funds may result in closure of the petty cash fund and corrective action up to and including termination of employment, in accordance with the Faculty Code (for faculty) or in accordance with Staff Policies and Procedures (for staff).
9. The custodian's signature below acknowledges receipt of the petty cash fund total identified above.

Responsible department head (complete and sign before custodian brings form to Jones Hall Room 018):

Print Name	Title	Signature	Date

Responsible petty cash custodian (sign in presence of an Office of Finance staff member):

Print Name	Title	Signature	Date

**NOTE for accounts payable staff member:** make two copies of the fully signed form for the custodian and department head to retain for their records.

Questions? Please contact an accounts payable staff member at campus extensions 3440 or 8656 or by email at [finance@pugetsound.edu](mailto:finance@pugetsound.edu).